

DIRECTOR, UNESCO INSTITUTE FOR LIFELONG LEARNING (UIL)

Post Number : 1DEED0001UI

Grade : D-2

Parent Sector : Education Sector (ED)

Duty Station: Hamburg

Job Family: Education

Type of contract : Fixed Term

Duration of contract : 2 years (Maximum term of six (6) years)

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 30-MAY-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The International Institute for Lifelong Learning (UIL) is an integral part of UNESCO's Education Sector, operating with statutory institutional autonomy under the guidance of its Governing Board. UIL promotes an integrated vision of lifelong learning, with a focus on literacy, non-formal education and adult learning and education (ALE). The mission of UIL is to promote lifelong learning through policy advice, capacity building, research, advocacy and partnership building.

Under the authority of UNESCO's Director-General, and the direct supervision of the Assistant Director-General for Education, the incumbent provides intellectual leadership and strategic vision to UIL's programme and staff. She/he proposes to the UIL's Governing Board for its approval, operational plans and associated budgets. The incumbent will also ensure that UIL fully contributes to the achievement of UNESCO's Education programme objectives in the context of the implementation of the Goal 4 (Education) of the 2030 Sustainable Development Agenda. The incumbent is responsible for administering the Institute and for planning, executing and reporting on its programme and budget. The incumbent's responsibilities also include human resource planning, recruitment, and performance management in order to develop motivated and effective teams with appropriate competencies to achieve UIL's objectives; resource mobilization; and acting as the external advocate for UIL, liaising with financial partners, and with UIL's other stakeholders.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in education or related social sciences fields.

Work Experience

- Minimum 15 years of progressively responsible relevant professional experience in the field of education at national and international level, including several years of experience in senior management positions.
- Experience in resource mobilization and partnership development.

Skills and Competencies

- Commitment to the Organization's and Institute's mandate, vision and strategic direction, as well as its priorities.
- Proven leadership and managerial skills, a broad general culture and sound analytical capacities, high sense of objectivity, professional integrity and political astuteness.
- Ability to direct, change processes at the management level, and familiarity with the administration of an institution accountable to governing bodies.
- Ability for strategic planning and management and demonstrated ability to translate strategy into priorities and action, and effectively plan, mobilize and manage resources to deliver results.
- Ability to communicate effectively and persuasively, orally and in writing, with strong representational abilities.
- Demonstrated ability to mobilize resources in an entrepreneurial spirit, and in support of institutional development.
- Relevant research ability to identify emerging educational needs to which an international research and training programme could make a substantial contribution, as well as exploring new avenues and patterns of action.
- Demonstrated interpersonal skills and ability to provide intellectual leadership and motivate teams in a multicultural environment, as well as ensure training and development of staff.

Languages

- Excellent knowledge (written and spoken) of English or French and good working knowledge of the other.

DESIRABLE QUALIFICATIONS

Education

- A PhD in education or other related social science fields.
- Other degrees or short- to medium-term training in disciplines relevant to the post.

Work Experience

- Experience in research and development in areas related to lifelong learning.
- Experience the field of international relations and diplomacy, multilateral cooperation and development.
- Experience in the United Nations system.
- Experience in donor relations.
- Strong global professional network.

Skills and Competencies

- Understanding of UNESCO's strategic direction and familiarity of UNESCO's operations.
- Knowledge of agile working methodology.
- Understanding of the functioning of the United Nations system globally and coordination mechanism of the 2030 Sustainable Development Agenda.

Languages

- Knowledge of other official UNESCO languages (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is US \$139,412.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

Please note that UNESCO is a non-smoking Organization.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly

encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts. UNESCO does not charge a fee at any stage of the recruitment process.